

Information Management Education/Training Providers in NZ and overseas

Archives New Zealand, Advice and Compliance Team acknowledge Debbie Burgoyne from The Department of Internal affairs Library Services Team for compiling this information.

Purpose:

To identify and collate information on organisations and individuals who provide information/records management education/training, as a resource for those in the sector seeking professional development opportunities. This document profiles the level of the courses offered and the topic areas covered.

Search summary

Much of the information in this document came from the RIMPA training page. Each institution's site was consulted and the current link found for the courses offered. Links to major information professional organisations training pages are also included.

Search method

The keywords used in various combinations for this research were:

Recordkeeping; Records; Information; Management; Training; Education

The resources used for this search were:

RIMPA (Records and Information Professionals Australasia); Training/university websites; ARMA; AIIM (Association for Information and Image Management)

The search results are presented by:

New Zealand providers; those on the RIMPA page; Non-RIMPA overseas providers

Search results

Archives New Zealand Courses - Vendors.....	4
Information Leadership	4
Davanti Consulting.....	4
Auldhouse	4
New Zealand – from the RIMPA list	5
Victoria University of Wellington.....	5
Master of Information Studies (MIS).....	5
Certificates of Proficiency	5
Courses Offered at the School of Information Management.....	5
Master of Information Management.....	5
Open Polytechnic of NZ	6
Bachelor of Applied Science (incorporating RIM related units) (OpenPT)	6
Bachelor of Arts (incorporating RIM related units) (OpenPT)	6
Diploma in Records and Information Management (OpenPT) (Level 6 OP6209)	6
New Zealand - not on the RIMPA list	6
Association of Local Government Information Management (ALGIM).....	6
Joanna Newman – Archives and Records Consultant	6
Lindisfarne	7
Terrace Consulting Information Management.....	7
Compass Training.....	7
Infotrain	7
Te Wananga o Raukawa.....	7
Puna Maumahara Information Management.....	8
Heke Puna Maumahara Diploma of Information Management.....	8
Poutuarongo Puna Maumahara Bachelor of Information Management.....	8
From the Records and Information Management Professionals Australasia (RIMPA) course recognition program.....	8
School of Information Studies – Charles Sturt University	8
Centre for Archive and Information Studies (CAIS) – University of Dundee.....	8
Curtin University	9
Edith Cowan University.....	9
Monash University.....	9
RMIT University	10
University of Canberra	10
Australian National Institute for Training and Development	11
Linked Training.....	12

Overseas Training Providers not on the RIMPA list	12
Record Keeping Awareness for the Public Sector Online Training.....	12
Recordkeeping Innovation.....	12
ARMA (Originally known as Association of Records Managers and Administrators).....	13
Information Governance Professional Certification (ARMA)	14
ARMA Canada	14
Institute of Certified Records Managers (ICRM)	14
AIIM - Association for Information and Image Management	15
What other national archives offer.....	16
National Archives of Australia	16
The National Archives (UK) Training page	16
NARA (USA).....	16
Library and Archives Canada	17
Disclaimer.....	17

Archives New Zealand Courses - Vendors

Information Leadership

Courses on behalf of Archives New Zealand

- Introduction to the Public Records Act 2005

A one day course covering how to identify and best manage public records for the benefit of an agency, its staff and the public interest.

- Public Records Act 2005 and Local Government Records and Archives

This course covers how the Public Records Act applies to local authority records and how to manage these. Looks at local authority archives and how to set up and manage these.

Information Leadership offers a range of other Information Management courses:

- Information & Knowledge Management – Metadata; EDRMS; KM; Change Management; RK Essentials; Retention and Disposal; Scanning

<http://www.informationleadership.com/training/information-management-ilabs/>

Davanti Consulting

Course on behalf of Archives New Zealand

- Recordkeeping Metadata

The course introduces the requirements contained within Principle 3 in the new Records Management Standard for the Public Sector and provides plenty of opportunity to work through real examples, and to help the understanding of how to implement this principle in an organisation.

<http://archives.govt.nz/advice/training-and-events/archives-new-zealand-records-and-information-management-training>

<http://www.davanti.co.nz/what-we-do/real-world-strategic-thinking/>

Auldhouse

Course on behalf of Archives New Zealand

- Digital Continuity

A one-day course working through scenarios to help with digital continuity issues in the workplace, with the aim of exploring and raising awareness of the general topic of digital continuity.

<http://www.auldhouse.co.nz/courses-schedules/vendors/archives-new-zealand/archives-new-zealand-digital-continuity>

New Zealand – from the RIMPA list

Victoria University of Wellington

Master of Information Studies (MIS) - A Master's degree is now the international standard qualification for an information professional, whether employed as a librarian, archivist, records manager, knowledge manager or web content manager.

To meet this growing demand in both private and public sectors, Victoria's School of Information Management offers the **Master of Information Studies (MIS)**. As well as the MIS degree, there are 'stepping stone' options of a **Postgraduate Diploma** or **Postgraduate Certificate**.

<http://www.victoria.ac.nz/sim/study/postgraduate/mis>

Certificates of Proficiency

Most courses in the Information Studies Programmes are available as individual courses available to information specialists with a degree who wish to update their professional knowledge, or extend it into fresh areas of information management.

Certificates of Proficiency provide an opportunity to enrol in individual courses to focus on a specific area.

Courses Offered at the School of Information Management

<http://www.victoria.ac.nz/sim/study/courses>

<http://www.victoria.ac.nz/sim/study/courses#500>

Master of Information Management – this programme will appeal to those who wish to pursue a career in management of information services, e-government, electronic commerce, or enterprise systems.

The Master of Information Management is integrated with a Postgraduate Certificate and Diploma in Information Management, which provide stepping stones to the full Master of Information Management for those who are uncertain whether they can commit to the entire programme.

<http://www.victoria.ac.nz/sim/study/postgraduate/mim>

Brochure: http://www.victoria.ac.nz/vbs/study-careers/publications/FC0267-MIM_v2_web.pdf

Open Polytechnic of NZ

Bachelor of Applied Science (incorporating RIM related units) (Open Polytechnic)

When you graduate with the Bachelor of Applied Science majoring in Information & Library Studies, you will be highly information literate and adept at problem solving – attributes which are essential for the successful provision of information services in today's information-rich world. Successful completion of this programme (incorporating RIM specialisation) allows members to apply for professional membership of RIMPA. There are a range of certificates and diplomas that can be used as a stepping stone to this degree.

<http://www.openpolytechnic.ac.nz/subjects-and-courses/op701005-bachelor-of-applied-science-information-and-library-studies>

Bachelor of Arts (incorporating RIM related units) (Open Polytechnic)

Successful completion of this programme (incorporating RIM specialisation) allows members to apply for professional membership of RIMPA. There are a range of certificates and diplomas that can be used as a stepping stone to this degree.

<https://www.openpolytechnic.ac.nz/qualifications-and-courses/op702042-bachelor-of-arts-information-and-library-studies/>

Diploma in Records and Information Management (Open Polytechnic) (Level 6 OP6209)

This Diploma is tightly structured to deliver the core skills in Records and Archives Management and in Electronic Documents and Records Management. The project management course gives a practical element to the Diploma.

<http://www.openpolytechnic.ac.nz/subjects-and-courses/op620901-diploma-in-records-and-information-management-level-6>

New Zealand - not on the RIMPA list

Association of Local Government Information Management (ALGIM)

We provide best practice in the local government ICT sector by enhancing professional development through scholarships, training, events, awards and networking, and offer leadership through toolkits, advocacy, research and shared services.

Information Management Professional Development Award

This award is to allow for the professional development of staff working within the information management discipline of a local authority. The aim of the award is to provide the successful recipient the opportunity to extend their skill set through attending a conference / course of their choice.

<http://www.algim.org.nz/algim-awards/algim-records-archives-awards/records-archives-professional-development-award/>

Joanna Newman – Archives and Records Consultant

Records/Information Management

Training, tailored to meet needs

<http://www.archivesandrecords.co.nz/services/recordsinformation-management>

Lindisfarne

Lindisfarne specialises in customised records management and archives management solutions for paper, electronic records and other media.

- Develops records, archives and information management courses and training aids to suit the needs of your organisation.
- Provides you with one on one, group or company-wide training in all areas of records management.
- Develops procedures and training programmes to ensure that new systems are understood and supported by your staff.

<http://www.lindisfarneinfo.co.nz/WhatWeDo.htm>

Terrace Consulting Information Management

Mentoring and Coaching

In these times of increasing moves towards electronic information, we have helped information workers lift and broaden their skill sets, to identify the direction they wish to follow, to develop goals and plans to achieve those goals.

<http://www.terrace.co.nz/mentoring-and-coaching/>

Compass Training

This company specialises in strategic information management consulting and the provision of records and information management training and tools.

<http://www.compasstraining.co.nz/index.htm>

Infotrain

This company specialises in Consulting and providing training on records and information management. Options for one on one training and workshops are available.

<http://www.infotrain.co.nz/>

Te Wananga o Raukawa

Puna Maumahara | Information Management

Heke Puna Maumahara | Diploma of Information Management

Poutuarongo Puna Maumahara | Bachelor of Information Management

Puna Maumahara develops bilingual and bicultural managers of Māori information resources in both Māori and non-Māori organisations. Design, implement and manage information systems to suit whakapapa based roopū, other Māori groups and organisations.

The Heke Puna Maumahara is a one year introductory course into the foundations of mātauranga Māori and information management. You will also conduct a study on your marae and build te reo Māori skills, including mihimihi, waiata and karakia.

Years two and three of the Poutuarongo Puna Maumahara degree expand on best practice methods for reporting, database administration, file management and storage. Apply kaupapa Māori principles to information management and look further into the activities of your hapū and iwi. Continue to progress in te reo Māori and learn to utilise your skills in hui planning and organisation, and communication management.

http://www.wananga.com/index.php?option=com_content&view=article&id=192

From the Records and Information Management Professionals Australasia (RIMPA) course recognition program

The course recognition program of RIMPA enables academic institutions and training providers to apply for formal RIMPA recognition of their courses. Institutions and providers formally recognised by the Association have had their course curricula tested against Association expertise and knowledge of best practice, the ISO Standard for Records Management 15489 and if applicable the Recordkeeping Competency Standards.

<http://rimpa.com.au/professional-development/courses-available/>

School of Information Studies – Charles Sturt University

The School offers wide-ranging programs in Information Studies at all levels of award. To provide students with maximum flexibility, all courses are offered in online mode. Most units can also be studied without being enrolled in a particular program, through the [Single Subject Study](#) scheme.

<https://www.csu.edu.au/faculty/educat/sis/courses>

Centre for Archive and Information Studies (CAIS) – University of Dundee

CAIS provides [postgraduate](#) and [undergraduate](#) level and short courses in [Records Management](#), that include specialisations such as [Information Compliance](#), [Electronic Records Management](#) and [Digital Preservation](#) (including a Postgraduate Certificate in Digital Recordkeeping). They welcome applications from prospective students wishing to gain a professional qualification: PhD, Masters, Diploma and Certificate in this area, from those interested in taking short courses for continuing professional development and from those who wish to study at an introductory level.

<http://www.dundee.ac.uk/cais/>

Curtin University

Graduate Diploma in Records Management and Archives

This course offers further training in the areas of information handling, information management in the context of new technologies, as well as data storage, retrieval and preservation.

http://courses.curtin.edu.au/course_overview/postgraduate/GDip-RecordsArchives

Master of Information Management

This course offers two streams of study: information and library studies, or records management and archives. Both streams offer introductory and advanced units in each discipline, as well as the option of undertaking an individual research project.

http://courses.curtin.edu.au/course_overview/postgraduate/Master-InformationManagement

Edith Cowan University

Graduate Diploma of Science (Information Services)

Designed to address market needs for professional information services staff with a broad range of high-level skills in information services, information management and information technology. Specialisations: Archives and Records; Information Science ;Teacher Librarianship; Digital Recordkeeping and Security Studies.

<http://www.ecu.edu.au/degrees/courses/graduate-diploma-of-science-information-services/structure>

Monash University

Graduate Diploma in Information and Knowledge Management

All enterprises, whether in the private or public sector, need excellent information and knowledge strategies to succeed. The GradDipIKM educates information professionals for a range of careers in information and knowledge management. The course is designed to meet the requirements for professional accreditation from ALIA, the RIM and ASA. There are different structures for (a) librarians and related information professionals and (b) records managers and archivists.

<http://monash.edu/study/coursefinder/course/3340/>

Master of Business Information Systems – Study Areas

Archives and Recordkeeping

Records managers and archivists ensure that vital records of social and organisational activity are created, managed and made available to business for accountability, corporate memory, enterprise knowledge and cultural purposes. Work settings include most major private and public sector organisations, and archival institutions. Knowledge managers are concerned with developing strategies and processes for managing organisational knowledge and knowledge flows to achieve organisational goals, enhance performance and add value. A particular concern is developing an environment conducive to the creation, sharing and application of organisational knowledge, and systems that support these processes.

<http://monash.edu/study/coursefinder/course/3342/study-area.html?courseview=domestic>

RMIT University

Graduate Certificate in Information Management

The Graduate Certificate comprises four courses:

- The Digital Information Environment
- Digital Curation
- Information Discovery
- Information Project Management

Upon successful completion, it provides a pathway to the Masters program.

<http://www.rmit.edu.au/study-with-us/levels-of-study/postgraduate-study/graduate-certificates/gc098/#pageId=overview>

Master of Information Management

This program is designed to produce an accredited entry-level professional qualification preparing you for work as a manager in the library, information and knowledge industries. A rapidly changing work environment requires information literate graduates who are critical, creative and skilled in the storage, organization, access, retrieval, digitisation, dissemination and preservation of information through analysis, synthesis and interpretation. This involves focused training on designing solutions to information management problems and situations for a diverse range of organizations.

<http://www.rmit.edu.au/study-with-us/levels-of-study/postgraduate-study/masters-by-coursework/mc196/#pageId=MC196P15>

University of Canberra

Information Studies (Online)

The course emphasises the management and use of digital information for a diverse society and an organisation's competitive advantage in the effective use of new technologies. Students will focus on fields such as social research, library and recordkeeping environments, organisational knowledge, information organisation and leadership. During their capstone unit, Knowledge and Information Studies Project, students have the opportunity to engage with industry and participate in a project that advances information and knowledge work.

<http://www.canberra.edu.au/about-uc/faculties/arts-design/courses/postgraduate/information-studies-online>

Graduate Certificate in Contemporary Information Practices (Online)

This program provides students with a relevant and up-to-date grounding in knowledge and information work.

- Managing Contemporary Information Practices G (9473);
- Web Information Architecture G (9475).
- Information and Digital Literacies G (9472);
- Social Technologies and Information Practice (9474)

It's designed for:

- knowledge and information workers looking for a formal qualification in the field;
- those with no academic standing in the discipline, seeking a pathway into the University's 12-month, professionally accredited Master of Information Studies (online) and
- those with relevant qualifications looking for accredited and good quality professional development.

<http://www.canberra.edu.au/about-uc/faculties/arts-design/courses/postgraduate/contemporary-information-practices>

Master of Information Studies (online)(957AA.3)

Complete this course to:

- learn how to manage and use digital information
- know how new technologies can benefit different organisations
- work confidently in complex information environments
- upgrade your qualifications and specialise in this growing area
- develop a program of general study to suit you
- refine your communication skills for the professional workplace
- have the ability to work independently and form expert judgements.

http://www.canberra.edu.au/coursesandunits/course?course_cd=957AA

Australian National Institute for Training and Development

CETI-BM34 / BSBINM201A

Process and maintain workplace information

This course describes the performance outcomes, skills and knowledge required to collect, process, store and maintain workplace information and systems. It also includes the maintenance of filing and records systems. It applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

<https://www.anitad.edu.au/CETI-BM34.html>

Linked Training

Offers a range of qualifications and short courses relevant to records and information management. The Certificate III in Recordkeeping and the Certificate IV in Recordkeeping qualifications, that have been recognised by RIMPA are delivered by Linked Training through the process of recognition of current competencies (also referred to as recognition of prior learning). Linked Training also provides a range of business and records and information management short courses, such as using and managing TRIM, IT and business related units.

Records Management

Conducting an Archiving & Disposal Program

Develop a core records management skill whilst also learning how effectively plan and engage with the business. You'll work on developing your own action plan throughout this course which will be unique to the requirements of your organisation and the program you will undertake.

Business Process Mapping for EDRMS

Continuously increase adoption of your EDRMS through integration of the EDRMS into business processes. Increase the value of Records Management staff by demonstrating how you can achieve decreased risk and increased efficiency for your organisation.

<http://www.linkedtraining.com.au/industry-sector/records-and-information-management/records-management/>

Overseas Training Providers not on the RIMPA list

Record Keeping Awareness for the Public Sector

Online Training

This course provides employees with guidelines on how to create, keep and maintain public records efficiently as part of their work, as well as detailing why record keeping is important, who has access to those records once they have been created and when they may be disposed of.

<http://aveling.com.au/leadership-courses/record-keeping-awareness-for-public-sector-workers-course-online.htm>

Recordkeeping Innovation

Recordkeeping Innovation provides information governance, records, knowledge and information management consulting and training services to a range of clients. They are based in Sydney, Australia and work nationally and internationally.

<http://www.records.com.au/our-services/training.php>

Training Schedule: <http://www.records.com.au/training-and-events/schedule.php>

ARMA (Originally known as Association of Records Managers and Administrators)

ARMA International's online educational courses offer convenient and flexible online training on YOUR schedule. From information management and the Generally Accepted Recordkeeping Principles to Legal Holds and e-discovery, our online courses and web seminars allow you to keep on top of your game, at a time and place that is most convenient for you.

Examples of their courses:

- Essentials of Records and Information Management (RIM) Certificate.
Includes: Electronic Records Management; Privacy and Security in RIM; Records Retention and Disposition
- Essentials of the Generally Accepted Recordkeeping Principles Certificate
- Essentials of the Principles Certificate

Examples of their live web seminars:

- RIM Regulations Summary: What You Must Know About Privacy and Protection Laws
- How Infonomics Makes Information Governance (IG) Relevant to the Bottom Line
- Changing Minds and Practices – How to Engage with Business Lines and Leadership
- Capturing Dark Data & Handwritten Information for Better Information Governance
- Eliminate Information Silos and Strengthen Information Governance with Archiving
- Defining and Validating Information Governance Policies
- From Dark Data to Information Governance: How do you get to the light at the end of the tunnel?
- Understanding Policy Driven Information Governance

Examples of their on-demand web seminars:

- Designing an Effective Records Audit: A Controls-Based Approach
- How to Deliver RIM Training That Really Works
- The Ethics of Personal Information Management
- Understanding Electronic Records Storage Technologies
- How Change Management Impacts Information Management Strategies
- A Practical Guide to Taxonomy
- Beyond Retention: Leveraging the Records Inventory for Information Governance
- Communicate to Win: Key Skills for Records Managers
- Defensible Deletion: The Dangers, Dollars, and Disposition of Digital Debris
- Demystifying Data Architecture Through Collaboration
- Halt the Hoarding of E-Mail and Other Documents

<http://www.arma.org/r1/professional-development>

Information Governance Professional Certification (ARMA)

The IGP certification is incorporated under an independent governing board and is not linked to or restricted by any ARMA International product or service. The IGP certification is awarded solely on an individual's ability to meet the certification requirements.

An Information Governance Professional (IGP) is a person who has earned the only certification that demonstrates he or she has the strategic perspective and the requisite knowledge to help an organization leverage information for maximum value while reducing the costs and mitigating the risks associated with using and governing this important asset.

Mission of the IGP Certification Program:

Provide an information governance credential within an ethical and professional framework to support individuals to deliver organizational value and reduce risk.

Competency Domains

- Managing Information Risk and Compliance
- Developing IG Strategic Plan
- Developing IG Framework
- Establishing the IG Program
- Establishing IG Business Integration and Oversight
- Aligning Technology with the IG Framework

<http://www.arma.org/r2/igp-certification>

ARMA Canada

ARMA Canada is the Canadian Region of ARMA International. ARMA Canada's aim is to educate, advocate and provide resources to the community of records and information management.

<http://www.armacanada.org/>

Institute of Certified Records Managers (ICRM)

ICRM is an international certifying organization of and for professional records and information managers. The ICRM was incorporated in 1975 to meet the requirement to have a standard by which persons involved in records and information management could be measured, accredited and recognized according to criteria of experience and capability established by their peers. They offer the Certified Records Manager (CRM) exam.

Attaining the CRM designation is based on educational background, professional work experience and the passing of a six part examination.

The six part examination is divided into:

- I. Management Principles and the Records and Information (RIM) Program
- II. Records and Information: Creation and Use
- III. Records Systems, Storage and Retrieval
- IV. Records Appraisal, Retention, Protection and Disposition
- V. Technology
- VI. Case Studies

Parts I to V each consist of 100 multiple choice questions. Part VI consists of case studies which require essay responses.

<http://www.icrm.org/about/>

AIIM - Association for Information and Image Management

The global community of Information Professionals develop essential skills training and certification for the social, mobile, cloud, and big data era. Their curricula and assessments are based on the best practices of their 80,000-member community for managing and leveraging business information assets.

Their training includes courses on:

- Business Process Management
- Enterprise Content Management
- Information Governance
- Taxonomy and Metadata
- Electronic Records Management
- Capture and Imaging
- Selling Content Management

AIIM offer the Certified Information Professional (CIP) exam. Areas of knowledge covered are:

1. Access / Use
 - 1.1 Enterprise Search
 - 1.2 Business Intelligence
 - 1.3 Master Data Management
 - 1.4 Text Analytics
2. Capture / Manage
 - 2.1 Information Capture
 - 2.2 Business Process Management
 - 2.3 Knowledge Management
 - 2.4 Email Management
 - 2.5 Content Management
3. Collaborate / Deliver
 - 3.1 Collaboration
 - 3.2 Social Media
 - 3.3 Information Workplace
 - 3.4 Instant Messaging
 - 3.5 Telecommuting Support
 - 3.6 Web Conferencing
4. Secure / Preserve

- 4.1 Security
- 4.2 Records Management
- 4.3 Data Privacy
- 4.4 Digital Rights Management
- 4.5 Archiving
- 4.6 E-Discovery
- 5. Architecture / Systems
 - 5.1 Information Architecture
 - 5.2 Technical Architecture
 - 5.3 Cloud Computing
 - 5.4 Mobile Applications
 - 5.5 Websites and Portals
- 6. Plan / Implement
 - 6.1 Strategic Planning
 - 6.2 Building the Business Case
 - 6.3 Implementation Planning
 - 6.4 Requirements Definition
 - 6.5 Solution Design
 - 6.6 Change Management

<http://www.aiim.org/Training>

What other national archives offer

National Archives of Australia

The National Archives of Australia supports development in information and records management capability by offering a range of training programs and resources.

<http://www.naa.gov.au/records-management/development/index.aspx>

The National Archives (UK) Training page

They provide training courses in records and information management, information assurance and the UK public records system. These courses are for staff from government departments and public record bodies that transfer records to The National Archives. They are not suitable for any other organisations or members of the public.

<http://www.nationalarchives.gov.uk/information-management/training/>

National Archives and Records Administration (NARA) – USA

Records Management Training Program provides training for Federal employees and contractors on a variety of records management topics, from records scheduling to emergency preparedness as it applies to records management. Our training classes and the resources you can find through this online portal will also be of interest to program managers, legal counsel, and IT staff.

<https://nara.learn.com/learncenter.asp?id=178413>

Records Management Training Program portal

<https://nara.learn.com/learncenter.asp?sessionid=3-C50CB369-0124-423E-9F22-33CA7D535EF2&id=178413&page=104>

Library and Archives Canada

We provide leadership in the GC IM community by working collaboratively with the central agencies, GC departments and agencies and others to develop standards, tools and best practices for IM. We also provide informed advice, guidance and services to our clients through a variety of means including our IM Call Centre (IMGI).

<http://www.bac-lac.gc.ca/eng/services/government-information-resources/information-management/Pages/information-management.aspx>

Disclaimer

Archives New Zealand will not be liable to you in respect of any personal or business losses, including without limitation loss of or damage to profits, income, revenue, use, production, anticipated savings, business, contracts, commercial opportunities or goodwill.